



# City of Tempe

## LABORATORY SUPERVISOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	405	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$78,526
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$105,482
<i>Employee Group:</i>	TSA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Laboratory Supervisor
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	Yes		

### REPORTING RELATIONSHIPS

Receives direction from the Environmental Services Manager or from other supervisory or management staff.

Exercises direct supervision over professional and technical laboratory staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience in chemical or bacteriological analyses, including one (1) year of supervisory experience.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in Chemistry, Bacteriology, Biology or degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver's license.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To manage and coordinate all water and wastewater laboratory activities for the City; to ensure compliance with Federal, State and local requirements; to ensure that the City's laboratory maintains standards and protocol associated with permitting requirements.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Supervise, organize and coordinate the activities of the City's water testing laboratory including the development of testing procedures and water quality standards; administer the activities associated with laboratory wastewater testing and analysis related to the Kyrene Reclamation Laboratory and the industrial pre-treatment program.
- Develop and monitor the laboratory work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Maintain up to date expertise regarding standards and methods for laboratory permitting; administer laboratory quality assurance and quality control; represent Tempe and create/submit documentation required for laboratory regulatory reporting and audits.
- Administer budget preparation and implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor the approved budget.
- Supervise laboratory staff; hire personnel; provide or coordinate staff training; evaluate employees to recognize full or exceptional performance or to correct deficiencies; implement disciplinary procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Coordinate laboratory activities with other City divisions and departments, outside agencies and the public; establish and maintain cooperative-working relationships with those contacted in the course of work.
- Interpret and implement regulations such as the Safe Drinking Water Act and the Clean Water Act.
- Perform a variety of complex laboratory tests of water and wastewater samples; supervise the collection and testing of samples from water distribution systems to interpret disinfection procedures and for compliance with Federal, State and local standards.
- Prepare analytical reports and to interpret test results.
- Input, retrieve, analyze and manipulate data using word processing, spreadsheet and graphic applications.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Operate city vehicles;
- Work in stationary position for considerable periods of time;
- Operates computers, calculators, and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to blood and airborne pathogens, bodily fluids, etc.;

- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Revised September 2001*

*Revised February 2005 (title, job duties, and range change)*

*Revised January 2017 (add physical/mental activities)*

*Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)*